

**FOR MFH USE ONLY: USE ATTACHMENT F TO NOTIFY BORROWER/MANAGEMENT  
AGENT OF DISCREPANCY FOUND.**

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**Attachment F**

Effective \_\_\_\_\_ the above-subject tenant certified to \$\_\_\_\_\_ earned income. Upon review of information provided to our office we conclude that the tenant may be working as follows:

We are asking you to verify this information **with the employer**. If our information is correct, you will need to re-certify the tenant, and make a determination as to the amount of unauthorized assistance received to date by the tenant, if any.

Should recovery of improper payments be required, Agency regulations require collections be made by lump sum cash payment, or payment over a reasonable period of time (usually not to exceed 90 days). Whenever concerns cannot be mutually resolved, the tenant must be advised of their right to cancel their lease, and/or to appeal any adverse action in accordance with the provisions of 7 CFR 3560.160.

If your explanation is not satisfactory to us, we will contact you to resolve the matter. The Agency will seek a mutually satisfactory resolution. Should this not be possible, you will be formally advised of our concerns and advised of any applicable appeal rights.

Please provide a written explanation of your findings and what, if any, corrective arrangements you are making, within 30 days of the date of this letter. If your explanation is not satisfactory to us, we will contact you to resolve the matter. The Agency will seek a mutually satisfactory resolution. Should this not be possible, you will be formally advised of our concerns and advised of any applicable appeal rights.